# 預選操作說明

# Operation Instructions for Course Preregistration



靜宜大學綜合業務組 Division of Registration and Curriculum

# **預選Course Pre-registration**



### ▶ 預選第一階段

- 為選課資料收集階段,非先選先上。(限選本班、本系、本院開設課程、全校性課程, 輔系生選輔系課程; 雙主修生選雙修課程; 教程生選教程課程)。
- 2. 通識課程開放同年級跨班時段選課。
- 3. 必修科目不得換班,如與重補修、輔系、雙修、教程科目衝堂時,請至各系辦申請換班(惟換班科目<u>不</u>保證選上)。

## ▶ 預選第二階段

- 1. 為選課資料收集階段,非先選先上。第一階段如有餘額之科目,請於本階段選課(可選跨系、院課程)。
- 2. 通識課程開放重補修及跨班選項。

# Preregistration Phase 1

- 1. The purpose of Phase One is to collect the preliminary information on students' course selection preference. Early registration does not guarantee a successful enrollment in the classes you have selected. (Courses registration in this phase is limited to selecting the courses offered by the pertinent Class, Department, and College of the student major; university-wide curriculum; students taking a Minor curriculum; students taking a Double Major curriculum; and students taking Teacher Education Program curriculum).
- 2. The General Education Curriculum is open for cross-class, cross-time registration in the same grade.
- 3. Class changing is NOT allowed for the required electives. Should there be a schedule conflict against classes of retake, makeup, minor, double major, and teacher education, please contact the pertinent department to apply for a class change. However, there is no guarantee on the successful registration of the new classes.

### Preregistration Phase 2

- 1. The purpose of Phase Two is to collect the preliminary information on students' course selection preference. Early registration does not guarantee a successful enrollment in the classes you have selected. If a course is still open in Phase 1, please register in this Phase (cross-department, cross-college curriculum registration allowed.)
- 2. General Education courses are open for re-take, make-up, and cross-class options.



預選操作說明 Operation Instructions for Course Pre-registration

▶ 登入<u>e校園服務網</u> → 各類系統功能 → 教務 → 【選課(一階、二階、加退選)】 Log in to e-Campus service → All e-Campus service → Academic Affairs → [Course Selection System]

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♥我常用的功能				自訂常用項目
◆各類系統功能				常態開放項目
教務 (課程/成績)				
▶申請教務文件	▶在學證明書	> 成績查詢	> 成績預警查詢	
▶抵免科目申請	> 校際選課申請	> 畢業生離校手續單列印	> 教材下載及課程討論	
▶專業證照暨能力維護	> 停修申請	> 期末教學意見反應質性回應	▶期中教學意見反映	
>暑修學分費查詢	> 署修選課作業	▶復學申請	> 微課程選課	
> 微課程選課_2019版	▶輔系、雙主修申請	▶網路退選	> 課程點名紀錄查詢	
▶選課查詢	> 選課清單列印	▶選課(一階、二階、加想選)	▶學分試算表	
▶學分學程申請	> 學生基本資料確認	▶學生基本資料確認(alcat)	> 轉系申請	

<b>计静宜大學</b>		G	ainese Eng. PU Homepage 設定 •		
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Currently open system	ı		The opening period is limite		
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Academic Affairs					
Certification of enrollment	> Academic Warning	<ul> <li>Application for Department Transfer</li> </ul>	<ul> <li>Application for Transcript,</li> <li>School Status Certificate, Student</li> <li>ID Card Replacement</li> </ul>		
> Course Inquiry	Course Roll Call Inquiry	Course Selection System	<ul> <li>Credit Degree Program</li> <li>Application</li> </ul>		
Credit Exemption System	> CTF	<ul> <li>Double Major &amp; Minor Application</li> </ul>	> Download Course Materials		
> Drop course system	> End-of-Term Teaching Feedback	Express Withdrawal System	> Feedback on Teaching		
> Grades Inquiries	> inter-collegiate course selection Application	Micro Course Selection	> Micro Course Selection		
Print Course Schedule	<ul> <li>Print the form of Graduate's Leaving School Procedure</li> </ul>	Re-enrolling Application	<ul> <li>Student Information confirmed platform</li> </ul>		
> Student Information confirmed platform	<ul> <li>Summer School Tuition Inquiry System</li> </ul>	<ul> <li>Summerschool Course</li> <li>Selection System</li> </ul>	> Trail Balance of Credits		



# ▶選課流程

- →【一般選課(General course)】
- →【通識涵養學群(GE course)】
- <sup>完成選課</sup> 點選【結束選課作業及寄發確認信(Complete course selection and email confirmation)】

# ▶重要提醒

- 【通識重補修(GE course Re-take)】及大一學生【體育選課(PE course)】、大二、大四學生【大一體育重補修(PE Re-take)】僅提供預選第二階段選課,預選第一階段不開放選課!
- 四年級無開設通識課程,預選第一階段無開放填寫志願,請於預選第二階段於【通識重補修(GE course Re-take)】進行預選。



### 預選操作說明 Operation Instructions for Course Pre-registration

預選第一階段Preregistration Phase 1

## 【一般選課(General course)】



通識(general education)

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請選擇



- 1. 請先至選課手冊暨課程綱要查詢→選課相關資訊→各系選課相關注意事項
  - →[通識教育中心]通識涵養課程查詢『各年級開課時段一覽表』
- 2. 注意!開課班級名稱如『科技與服務一D』表示為一年級D班 『永續與在地二A』表示為二年級A班
- 預選結果

一年級至多選上4學分(含修別為「通識」的微學分課程)
 部份班級另配置「設計思考與實踐(跨域與設計)」課程
 二~三年級至多選上2學分

通識涵養學群(GE course)選課方式說明



# • <u>預選</u>: 不可上修

<mark>本班時段</mark>:同年級本系(班)時段及選課,該時段**全部課程**皆可為志願 <mark>跨班時段</mark>:同年級跨班時段選課,只能填寫其他同年級且不衝堂的通識課程





# 2.【通識涵養學群(GE course)】





# 3. 完成選課後→點選【結束選課作業及寄發確認信(Complete course selection and email confirmation)】完成選課

## 第一階段選課

### 選課作業

一般選課 (General course)

通識涵養學群 (GE course)

選課資訊

修課人數查詢 (Class available lookup)

選課相關資訊 (Course selection information)

選課時間表 (Course selection schedule)

課程綱要 (Syllabus)



靜宜大學教學意見反應調查暨選課系統

- 同學您好!本問卷目的主要在蒐集同學們課堂學習之回饋,以作為日後教師修正或調整教學之参考。問卷依題意的同意程度分為五個等第,若您勾選的同意度平均數在3.5以下表示您對授課教師之教學滿意度偏低,請客觀填寫這份問卷!問卷第1~3題為學生自我評量題項,不會計入教師平均數。
- Dear students, The purpose of this questionnaire is to collect feedback on your learning experience in this course. Instructors will use your input to modify or refine how they teach this course in the future. The assessment consists of a rating of agreement based on a five-level rating scale. If your final score is below 3.5 points, it means that you are not very satisfied with the instructor's teaching. Please fill out this questionnaire objectively! Questions 1-3 are students' selfassessment and won't be included in the instructor's average value.
- 請先完成<u>教學意見反應調查</u>填寫,再點選各項選課作業。
- 第一、二階段選課,為選課資料收集,非先選先上!
- 各項規定請詳閱選課相關資訊。
- 各學系必修分組科目請依各學系公布之組別加選。



## 請依據選課時間表之時程登入e-校園服務網→各類系統功能→教務→【選課查 詢】查看個人課表

Log in to e-Campus service  $\rightarrow$  All e-Campus service  $\rightarrow$  Academic Affairs  $\rightarrow$  [Course Inquiry] to get the personal course enrollment list

<b>计</b> 靜宜大學		<b></b>	文 English 靜宜校首頁 設	定 *	<b>计 靜宜大學</b>		
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✿各類系統功能				常態開放項目	Academic Affairs		
教務 (課程/成績)					> Certification of enrollment	> Academic Warning	> Application for D Transfer
> 申請教務文件	> 在學證明書	> 成績查詢	> 成績預警查詢		> Course Inquiry	Course Roll Call Inquiry	Course Selection
> 抵免科目申請	> 校際選課申請	> 畢業生離校手續單列印	▶ 教材下載及課程討論		Credit Exemption System	> CTF	> Double Major & I
▶專業證照暨能力維護	> 停修申請	> 期末教學意見反應質性回應	> 期中教學意見反映		> Drop course system	> End-of-Term Teaching	Express Withdrawa
>署修學分費查詢	>暑修選課作業	》復學申請	> 微課程選課		> Grades Inquiries	Feedback  inter-collegiate course	> Micro Course Selec
> 微課程選課_2019版	▶ 輔系、雙主修申請	> 網路退選	> 課程點名紀錄查詢			selection Application	
> 選課查詢	> 選課清單列印	▶ 選課(一階、二階、加退選)	>學分試算表		Print Course Schedule	<ul> <li>Print the form of Graduate's Leaving School Procedure</li> </ul>	<ul> <li>Re-enrolling Applica</li> </ul>
▶學分學程申請	>學生基本資料確認	▶學生基本資料確認(alcat)	> 轉系申請		<ul> <li>Student Information confirmed platform</li> </ul>	<ul> <li>Summer School Tuition Inquiry System</li> </ul>	<ul> <li>Summerschool Cours Selection System</li> </ul>



▶選課流程

- →【一般選課(General course)】
- <sup>2</sup> →【通識涵養學群(GE course)】
- →【通識重補修(GE course Re-take)】
- <sup>4</sup> →【體育選課(PE course)】
- →【大一體育重補修(PE Re-take)】
- <sup>完成選課</sup> 點選【結束選課作業及寄發確認信(Complete course selection and email confirmation)】
- ▶重要提醒
  - 四年級無開設通識課程,預選第一階段無開放填寫志願,請於預選第二階段以重 補修方式進行預選。



# 選課作業界面說明-**大一學生選課作業**



選課作業界面說明-大二~大四學生選課作業



PROVIDENCE UNIVERSI



# 通識涵養學群(GE course)選課方式說明



- 如預選第一階段選課結果已達上限(1年級4學分,2-4年級2學分),於預選第
   二階段需先退選才能換課。
- 四年級無開設通識課程,預選第一階段無開放填寫志願,請於預選第二階段 於【通識重補修(GE course Re-take)】進行預選。
- 預選:不可上修
- <mark>本班時段</mark>:同年級本系(班)時段及選課,該時段**全部課程**皆可為志願 **跨班時段**:同年級跨班時段選課,只能填寫其他同年級且不衝堂的通識課程
- 預選結果
  - 1. 一年級至多選上4學分(含修別為「通識」的微學分課程)。
  - 2. 部份班級另配置「設計思考與實踐(跨域與設計)」課程。
  - 3. 二~三年級至多選上2學分。
  - 4. 重補修至多選上2學分。



## 2. 【通識涵養學群(GE course)】



## 3.【通識重補修(GE course Re-take)】

提供重補修學生預選(即高年級下修低年級課程),最多可選擇50個志願。







### 5.【大一體育重補修(PE Re-take)】僅提供**大二、大三、大四**重補修生填寫,體育 必修需修2門,多修者列為外系選修。可填寫4-20個志願。





# 6. 完成選課後→點選【結束選課作業及寄發確認信(Complete course selection and email confirmation)】完成選課

### 第二階段選課

#### 選課作業

一般選課 (General course)

通識涵養學群 (GE course)

### 通識重補修

(GE course Re-take)

#### 大一體育重補修 (PE Re-take)

#### 選課資訊

修課人數查詢 (Class available lookup)

#### 選課相關資訊

(Course selection information)

選課時間表 (Course selection schedule)

課程綱要 (Syllabus)

列印預選資料 (print pre-selection result)

### →結束選課及寄發確認

(Complete course selection and email confirmation) and email confirmation)

## 靜宜大學教學意見反應調查暨選課系統

# 同學您好!本問卷目的主要在蒐集同學們課堂學習之回饋,以作為日後教師修正或調整教學之参考。問卷依題意的同意程度分為五個等第,若您勾選的同意度平均數在3.5以下表示您對授課教師之教學滿意度偏低,請客觀填寫這份問卷!問卷第1~3題為學生自我評量題項,不會計入教師平均數。

- Dear students, The purpose of this questionnaire is to collect feedback on your learning experience in this
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- 各項規定請詳閱選課相關資訊。
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## 7. 請依據**選課時間表**之時程登入e-校園服務網→各類系統功能→教務→【選課查 詢】查看個人課表

Log in to e-Campus service  $\rightarrow$  All e-Campus service  $\rightarrow$  Academic Affairs  $\rightarrow$  [Course Inquiry] to get the personal course enrollment list

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				¢All (	e-Campus Service			Normally open items
✿各類系統功能			常悲闌放項目	Acade	emic Affairs			
教務 (課程/成績)				> Cert	ification of enrollment	> Academic Warning	> Application for Department Transfer	<ul> <li>Application for Transcript,</li> <li>School Status Certificate, Student</li> <li>ID Card Replacement</li> </ul>
> 申請教務文件	▶在學證明書	▶ 成績查詢	> 成績預警查詢	> Cou	irse Inquiry	Course Roll Call Inquiry	Course Selection System	<ul> <li>Credit Degree Program</li> <li>Application</li> </ul>
> 抵免科目申請	▶校際選課申請	> 畢業生離校手續單列印	> 教材下載及課程討論	> Crec	dit Exemption System	> CTF	> Double Major & Minor	> Download Course Materials
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>署修學分費查詢	>暑修選課作業	> 復學申請	> 微課程選課	) Grad	des Inquiries	Feedback	Micro Course Selection	Micro Course Selection
> 微課程選課_2019版	▶輔系、雙主修申請	> 網路退選	> 課程點名紀錄查詢	2 Grac	ues inquiries	selection Application	<ul> <li>Micro course selection</li> </ul>	<ul> <li>Micro course selection</li> </ul>
> 選課查詢	> 選課清單列印	▶ 選課(一階、二階、加速選)	>學分試算表	> Print	t Course Schedule	<ul> <li>Print the form of Graduate's Leaving School Procedure</li> </ul>	<ul> <li>Re-enrolling Application</li> </ul>	<ul> <li>Student Information confirmed platform</li> </ul>
> 學分學程申請	> 學生基本資料確認	▶學生基本資料確認(alcat)	> 轉系申請	> Stud platfo	dent Information confirmed	<ul> <li>Summer School Tuition Inquiry System</li> </ul>	<ul> <li>Summerschool Course</li> <li>Selection System</li> </ul>	> Trail Balance of Credits

## ●選課查詢操作說明Operation Instructions for Course Inquiry